

# Introducing the Human Resource (HR) Optimization Project

The project will increase efficiency in delivering routine HR information and services to state employees. To do this, all employees will be required to access basic HR information using new tools. These tools build on current Self-Service functionality, enhance on-line HR information, and create a new HR Service Center. Together, these three tools form **MI HR** (pronounced MY HR).



## MI HR

### **MI HR Self-Service**

Most employees are already familiar with Self-Service and it will continue to be a place where you can:

Directly update your own records	Get updated information and forms
<ul style="list-style-type: none"><li>• Direct deposits</li><li>• Mailing address &amp; home phone</li><li>• Email address</li><li>• Emergency contacts</li><li>• Family status</li><li>• Open enrollment</li><li>• SECC campaign</li><li>• Beneficiaries</li><li>• Qualified parking</li></ul>	<ul style="list-style-type: none"><li>• Insurance coverage</li><li>• Tax withholding (W-4s)</li><li>• Savings bonds</li><li>• Flexible spending accounts</li><li>• Earnings statements</li><li>• Civil Service training record</li><li>• Leave balances</li><li>• Certifications/applicant pools</li></ul>

### **MI HR Information**

Coming this fall, this new on-line access to HR information is tailored to you and your employment situation. It is written in an easy to understand format to cover the basic benefit, payroll and HR issues most employees have at some point in their state careers.

### **MI HR Service Center**

Also new this fall is the customer support center - just a phone call away, from early morning through early evening. The center has a core of trained HR customer service representatives whose job focus is assisting you with questions or resolving problems related to your HR information. They will have information at their fingertips to help you understand and navigate MI HR and can assist you with making changes.

By putting these three tools together, **MI HR** is intended to enhance and support the self-service experience for state employees.

***Your Department's HR Office will continue to assist you with strategic issues like classifications, selections, recruitment, labor relations, performance management, disability management and of course, processing your payroll.***

*Watch for future details from your HR Office  
and the state's HR Optimization Project team!*